

# The Master File

**PedNSS User's Guide**



**August 2004**

## How the PedNSS Master File is Built

The PedNSS master file is a cleaned, edited version of the numerous PedNSS transaction (data) files submitted to CDC by a contributor over time. Upon receipt of a contributor's transaction file at CDC, standard changes are made to the file as needed (e.g., invalid combinations of 9's and blanks as unknown values are changed to 9's). Manual changes, agreed upon with the individual contributor, may also be made to a file (e.g., converting incorrectly formatted two-position Hct fields to correctly formatted three-position fields).

In the course of CDC's editing of a contributor's transaction file, duplicate records and records with critical errors are rejected. In addition, each field on the transaction file is edited, e.g. mis-coded data are converted to missing data, and biologically implausible values are flagged as errors. A *Periodic Summary of PedNSS Record Volume and Data Quality* report, describing data quality issues identified on the file, is then electronically routed to the contributor.

In the course of building the PedNSS master file for each contributor, CDC evaluates whether an incoming edited transaction file record is a duplicate of a record already on the master file. If so, the record on the incoming transaction file is retained and the duplicate on the master file is rejected. Fields and their associated values from each transaction file record are then used to populate a new record on the contributor's master file.

Three position error codes are inserted after each PedNSS field on the master file. These error codes cite the data quality issues that were identified during CDC's editing of the transaction file

Select master file fields are recoded to match the demographic, health and behavioral indicators presented in the annual state and national PedNSS reports. These recoded indicators are listed at the end of each master file record.

## Requesting PedNSS Master Files

Individual contributors own their PedNSS data and can obtain CDC master files of their data upon request. CDC will supply master files for specified timeframes to contributors in a flat text file or Access database. Dependent on the size of the files, they may be zipped. If the contributor submits PedNSS transaction (data) files to CDC via the SDN, master files will be supplied to the contributor via the SDN. Alternatively, files will be supplied on CD-Rom.

Because annual state and national PedNSS reports reference the unique child PedNSS master files, this is the standard master file supplied to contributors. Contributors must explicitly request the full master file containing multiple records for individual children, if that is what they desire. To request a copy of a PedNSS master file, the State PedNSS Coordinator should specify the desired reporting or time period of the records, the file format, whether any fields should be stripped from the file, whether the data are currently submitted to CDC via the SDN, and date by which the file is needed. Allow a minimum 3-week turnaround. Forward the request to the CDC PedNSS Administrators, email [nccddnpapednss@cdc.gov](mailto:nccddnpapednss@cdc.gov).

CDC is not authorized to share PedNSS data with non-contributors. Individuals and agencies other than contributors wishing to access PedNSS master files must first obtain the permission of the respective contributor(s), who may then advance the request to CDC. A list of state, U.S. territory, and tribal government PedNSS coordinators may be obtained from CDC at the above email address.